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12-3688

24 May 1964

**MEMORANDUM FOR: Assistant for Coordination**

Assistant to DCI  
General Counsel  
Comptroller  
Inspector General

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**SUBJECT**

: DCI's Biweekly Senior Staff Meetings

1. On Tuesday, 12 June, at 0930, in the DCI's Conference Room (7 D 64), the first Senior Staff Meeting will be held to which the addressees are invited. Thereafter these meetings will be held every other Tuesday at the same time and place unless notice is issued to the contrary. If addressees are unable to attend, they may send their deputies. To assist with schedules, addressees are advised that these meetings will last not more than an hour.

2. These staff meetings will be used to inform the senior officials of developments concerning the Agency of general interest. While an important part of the meeting will be devoted to the DCI and DDCI expressing their views on the work of the Agency, it is the responsibility of component heads to have those matters of broad, general interest placed on the Agenda. Items for the Agenda, with a brief description of the subject to be covered and number of minutes required, should be telephoned (Extension 6767) to the Office of the Executive Director, preferably before the close of business on the Friday preceding the meeting.

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Lyman B. Kirkpatrick  
Executive Director

LBK/jrc

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